

VEHICLE MAINTENANCE

STEWART ANGB

1. Objective. This Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks described in the Work Center Description (WCD) for varying levels of workload volume.

2. Authority. AFI 24-301 (formerly AFR 77-310, Volume I), AFI 24-302 (formerly AFR 77-310, Volume II), ANG Sup 1 to AFR 77-310 Volume I dated 3 May 93, and ANGM 77-310, Volume II dated 25 Mar 88, contain Air National Guard (ANG) policy and procedural guidance for the Vehicle Maintenance work center. This ANGMS has been developed in accordance with procedures outlined for development of single location manpower standards contained in AFI 38-201 (formerly AFR 25-5, 16 May 88).

3. Applicability. This standard applies to the New York Air National Guard, 105 MAG, Stewart Air National Guard Base (ANGB), Vehicle Maintenance work center, FAC 4241. This standard applies to peacetime operations only.

4. Standard Data:

- a. **Classification.** Type III.
- b. **Approval Date.** 7 Jun 93.
- c. **Man-Hour Data Source.** Operational Audit (historical record and technical estimate techniques).
- d. **Standard Man-Hour Equation.** $Y = 110.3 + 3.052X_1 + 1.494X_2 + 2.886X_3$
- e. **Workload Factors (WLFs):**

(1) Title:

- (a) X_1 : A Vehicle Equivalent Authorized.
- (b) X_2 : A Vehicle Assigned.
- (c) X_3 : A Vehicle Authorized.

(2) Definitions:

- (a) X_1 : The average monthly number of vehicle equivalents authorized that Vehicle Maintenance is responsible for maintaining, regardless of the owning command or using activity.
- (b) X_2 : The average monthly number of vehicles/pieces of equipment assigned that Vehicle Maintenance is responsible for maintaining, regardless of the owning command or using activity.
- (c) X_3 : The average monthly number of vehicles/pieces of equipment authorized that Vehicle Maintenance is responsible for maintaining, regardless of the owning command or using activity.

(3) Sources:

- (a) X_1 : ANG CEMO Report, ANG-LGT (SA) 8302, Vehicle Authorization List (VAL). Record the total vehicle equivalents from the last line of the report titled "TOTAL", under the column heading title "Total VE". Use the most current report published.
- (b) X_2 : Vehicle Master List PCN S0009-023. Obtain the count from entry on last page titled "VEH TOT".
- (c) X_3 : ANG CEMO Report, ANG-LGT (SA) 8302, Vehicle Authorization List (VAL). Record the total number of vehicles from the last line of the report titled "TOTAL", under the column heading titled "AUTH QNTY". Use the most current report published.

5. Application Instructions:

- a. The valid man-hour range of 1886.84 - 3144.74 will not be exceeded.
- b. Calculate the correct value for each WLF identified in paragraph 4e above. Substitute these values for the appropriate value of "X" in the manpower equation in paragraph 4d above.
- c. Divide total man-hours (Y) by the current Civilian Man-Hour Availability Factor, then refer to the current Fractional Manpower Table to determine the number of required authorizations.
- d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, find the column that identifies the number of total manpower requirements, then read up and across the column to determine total manpower by Air Force Specialty Code (AFSC).
- e. The AF Form 1113, Standard Manpower Table, identifies the aggregate of allowed manpower by specialty title and AFSC. The three functions: Vehicle Maintenance, Vehicle Operations, and Vehicle Materiel Control have been combined to allow more efficient use of the total number of manpower authorizations earned by the standard.
- f. Extrapolation limits for a single location standard are based on +/-25 percent of the calculated man-hours IAW AFI 38-201 (formerly AFR 25-5), paragraph 12-23(c).

6. Statement of Conditions. The normal hours of operation for this work center are two shifts, 8 hours each shift, 5 days a week, per the Concept of Operation signed by NGB/CF on 16 June 1992. There are no other standard of living constraints which affect the daily operation of this work center.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION**Vehicle Maintenance****STEWART ANGB****DIRECT:****1. VEHICLE MAINTENANCE:****1.1. PERFORMS GENERAL PURPOSE VEHICLE/EQUIPMENT MAINTENANCE AND REPAIR:****1.1.1. RECEIVES AND INSPECTS VEHICLE/EQUIPMENT:**

1.1.1.1. REVIEWS VEHICLE OR EQUIPMENT WORK ORDER. Obtains vehicle or equipment work order from maintenance control technician and reviews to determine what service/repair work is required.

1.1.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle/equipment; confirms discrepancy on vehicle/equipment work order, and enters additional maintenance requirements found on work order.

1.1.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.1.3. RESEARCHES TECHNICAL PUBLICATION:

1.1.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches Technical Order (T.O.) index to determine correct T.O. required to perform service or repair, obtains correct T.O. from file, and receipts for publication by annotating appropriate sign out record.

1.1.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material/parts required to accomplish repair.

1.1.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.1.4.1. OBTAINS TOOL. Obtains tools required to accomplish repair from tool crib, Consolidated Tool Kit (CTK), or shadow board.

1.1.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.1.4.3. OBTAINS MATERIAL:

1.1.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material/part, and returns to work area.

1.1.4.3.2. OBTAINS MATERIAL FROM BLANKET PURCHASE AGREEMENT (BPA). Hand-carries work order to Materiel Control, requests and picks up material/part, and returns to work area.

1.1.5. PERFORMS REPAIR:

1.1.5.1. PERFORMS MINOR MAINTENANCE/ADJUSTMENT. Performs minor maintenance/adjustment requiring two or less direct labor hours and/or parts costing sixty dollars or less.

1.1.5.2. PERFORMS MAJOR MAINTENANCE. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system/subsystem.

1.1.5.2.1. REPAIRS ENGINE ASSEMBLY.**1.1.5.2.2. REPAIRS IGNITION SYSTEM.****1.1.5.2.3. REPAIRS EMISSION SYSTEM.**

- 1.1.5.2.4. REPAIRS COOLANT SYSTEM.**
- 1.1.5.2.5. REPAIRS FUEL SYSTEM.**
- 1.1.5.2.6. REPAIRS CHARGING SYSTEM.**
- 1.1.5.2.7. REPAIRS EXHAUST SYSTEM.**
- 1.1.5.2.8. REPAIRS ELECTRICAL SYSTEM.**
- 1.1.5.2.9. REPAIRS LIGHTING SYSTEM.**
- 1.1.5.2.10. REPAIRS STARTING SYSTEM.**
- 1.1.5.2.11. REPAIRS CLUTCH SYSTEM.**
- 1.1.5.2.12. REPAIRS TRANSMISSION SYSTEM.**
- 1.1.5.2.13. REPAIRS TRANSFER CASE SYSTEM.**
- 1.1.5.2.14. REPAIRS POWER TAKE-OFF SYSTEM.**
- 1.1.5.2.15. REPAIRS DRIVE LINE.**
- 1.1.5.2.16. REPAIRS DIFFERENTIAL AXLE.**
- 1.1.5.2.17. REPAIRS SUSPENSION SYSTEM.**
- 1.1.5.2.18. REPAIRS WHEEL/TRACK/TIRE ASSEMBLY.**
- 1.1.5.2.19. REPAIRS STEERING SYSTEM.**
- 1.1.5.2.20. REPAIRS BRAKE SYSTEM.**
- 1.1.5.2.21. REPAIRS WARNING DEVICE SYSTEM.**
- 1.1.5.2.22. REPAIRS AIR SYSTEM.**
- 1.1.5.2.23. REPAIRS HYDRAULIC SYSTEM.**
- 1.1.5.2.24. REPAIRS AIR CONDITIONING SYSTEM.**
- 1.1.5.2.25. REPAIRS HEATER/DEFROSTER SYSTEM.**
- 1.1.5.2.26. REPAIRS WIPER/WASHER.**
- 1.1.5.2.27. REPAIRS METER SYSTEM.**
- 1.1.5.2.28. REPAIRS CHASSIS.**
- 1.1.5.2.29. REPAIRS BODY.**
- 1.1.5.2.30. PERFORMS TUNE-UP.**
- 1.1.5.2.31. PERFORMS OTHER MAINTENANCE FUNTION.**
- 1.1.6. PERFORMS INSPECTION.** Performs inspection in accordance with (IAW) appropriate regulations and technical order.
- 1.1.6.1. PERFORMS SCHEDULED INSPECTION/LUBE, OIL, AND FILTER (LOF) CHANGE.**
- 1.1.6.2. PERFORMS SPECIAL INSPECTION.**

1.1.7. PERFORMS QUALITY ASSURANCE (QA) INSPECTION. Performs QA inspection on vehicle maintenance output, documents deficiency noted during inspection, and forwards report to maintenance control technician. Coordinates with maintenance control technician, if applicable, to reschedule vehicle/equipment that does not pass QA inspection.

1.1.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.1.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs/replaces minor parts in disabled vehicle, provides wrecker service, and performs travel to and from disabled vehicle.

1.1.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.1.11. RETURNS TOOL, EQUIPMENT, AND/OR UNUSED MATERIAL/PART:

1.1.11.1. RETURNS TOOL. Cleans and returns tool to tool crib, CTK, or shadow board.

1.1.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.1.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.1.12. DOCUMENTS COMPLETED WORK. Documents vehicle or equipment work order to reflect all maintenance accomplished.

1.1.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on minor maintenance work order.

1.1.14. PICKS UP AND DELIVERS VEHICLE/EQUIPMENT. Picks up and delivers vehicle/equipment to and from appropriate holding area, depending on maintenance requirement.

1.1.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount until 55 gallon capacity is reached.

1.2. PERFORMS SPECIAL PURPOSE, BASE MAINTENANCE AND CONSTRUCTION, AND MATERIAL HANDLING VEHICLE/EQUIPMENT MAINTENANCE AND REPAIR:

1.2.1. RECEIVES AND INSPECTS VEHICLE/EQUIPMENT:

1.2.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician and reviews to determine what service and/or repair work is required.

1.2.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle/equipment, confirms discrepancy on vehicle or equipment work order, and enters additional maintenance requirements found on work order.

1.2.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.2.3. RESEARCHES TECHNICAL PUBLICATION:

1.2.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches T.O. index to determine correct T.O. required to perform service/repair, obtains correct T.O. from file, and receipts for publication by annotating appropriate sign out record.

1.2.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material/parts required to accomplish repair.

1.2.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.2.4.1. OBTAINS TOOL. Obtains tools required to accomplish repair from tool crib, CTK, or shadow board.

1.2.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.2.4.3. OBTAINS MATERIAL:

1.2.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material/part, and returns to work area.

1.2.4.3.2. OBTAINS MATERIAL FROM BLANKET PURCHASE AGREEMENT (BPA). Hand-carries work order to Materiel Control, requests and picks up material/part, and returns to work area.

1.2.5. PERFORMS REPAIR:

1.2.5.1. PERFORMS MINOR MAINTENANCE/ADJUSTMENT. Performs minor maintenance/adjustment requiring two or less direct labor hours and/or parts costing sixty dollars or less.

1.2.5.2. PERFORMS MAJOR MAINTENANCE. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system/subsystem.

1.2.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.2.5.2.2. REPAIRS IGNITION SYSTEM.

1.2.5.2.3. REPAIRS EMISSION SYSTEM.

1.2.5.2.4. REPAIRS COOLANT SYSTEM.

1.2.5.2.5. REPAIRS FUEL SYSTEM.

1.2.5.2.6. REPAIRS CHARGING SYSTEM.

1.2.5.2.7. REPAIRS EXHAUST SYSTEM.

1.2.5.2.8. REPAIRS ELECTRICAL SYSTEM.

1.2.5.2.9. REPAIRS LIGHTING SYSTEM.

1.2.5.2.10. REPAIRS STARTING SYSTEM.

1.2.5.2.11. REPAIRS CLUTCH SYSTEM.

1.2.5.2.12. REPAIRS TRANSMISSION SYSTEM.

1.2.5.2.13. REPAIRS TRANSFER CASE SYSTEM.

1.2.5.2.14. REPAIRS POWER TAKE-OFF SYSTEM.

1.2.5.2.15. REPAIRS DRIVE LINE.

1.2.5.2.16. REPAIRS DIFFERENTIAL AXLE.

1.2.5.2.17. REPAIRS SUSPENSION SYSTEM.

1.2.5.2.18. REPAIRS WHEEL/TRACK/TIRE ASSEMBLY.

1.2.5.2.19. REPAIRS STEERING SYSTEM.

1.2.5.2.20. REPAIRS BRAKE SYSTEM.

1.2.5.2.21. REPAIRS WARNING DEVICE SYSTEM.

1.2.5.2.22. REPAIRS AIR SYSTEM.

1.2.5.2.23. REPAIRS HYDRAULIC SYSTEM.

1.2.5.2.24. REPAIRS AIR CONDITIONING SYSTEM.

1.2.5.2.25. REPAIRS HEATER/DEFROSTER SYSTEM.

1.2.5.2.26. REPAIRS WIPER/WASHER.

1.2.5.2.27. REPAIRS METER SYSTEM.

1.2.5.2.28. REPAIRS CHASSIS.

1.2.5.2.29. REPAIRS BODY.

1.2.5.2.30. REPAIRS WINCH.

1.2.5.2.31. REPAIRS TOWING DEVICE.

1.2.5.2.32. REPAIRS OUTRIGGER SYSTEM.

1.2.5.2.33. PERFORMS TUNE-UP.

1.2.5.2.34. REPAIRS FUEL SERVICING SYSTEM.

1.2.5.2.35. REPAIRS DISTRIBUTING SYSTEM.

1.2.5.2.36. REPAIRS SWEEPER.

1.2.5.2.37. REPAIRS CONSTRUCTION DEVICE.

1.2.5.2.38. REPAIRS MATERIAL HANDLING EQUIPMENT (463L/MHE).

1.2.5.2.39. REPAIRS BOOM DEVICE.

1.2.5.2.40. PERFORMS OTHER MAINTENANCE.

1.2.6. PERFORMS INSPECTION. Performs inspection IAW appropriate regulations and technical order.

1.2.6.1. PERFORMS SAFETY OR SCHEDULED INSPECTION/LOF CHANGE.

1.2.6.2. PERFORMS SPECIAL INSPECTION.

1.2.7. PERFORMS QA INSPECTION. Performs QA inspection on vehicle maintenance output, documents deficiency noted during inspection, and forwards report to maintenance control technician. Coordinates with maintenance control technician, if applicable, to reschedule vehicle/equipment that does not pass QA inspection.

1.2.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.2.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs/replaces minor parts in disabled vehicle, provides wrecker service, and performs travel to and from disabled vehicle.

1.2.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.2.11. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL/PART:

1.2.11.1. RETURNS TOOL. Cleans and returns tool to tool crib, CTK, or shadow board.

1.2.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.2.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.2.12. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance that was accomplished.

1.2.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on minor maintenance work order.

1.2.14. PICKS UP AND DELIVERS VEHICLE/EQUIPMENT. Picks up and delivers vehicle/equipment to and from the appropriate holding area, depending on maintenance requirement.

1.2.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount until 55 gallon capacity is reached.

1.3. PERFORMS NONREGISTERED VEHICLE/EQUIPMENT MAINTENANCE AND REPAIR:

1.3.1. RECEIVES AND INSPECTS VEHICLE/EQUIPMENT MAINTENANCE AND REPAIR:

1.3.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle or equipment work order from maintenance control technician and reviews to determine what service and/or repair work is required.

1.3.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle/equipment, confirms discrepancy on vehicle or equipment work order, and enters additional maintenance requirements found on work order.

1.3.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.3.3. RESEARCHES TECHNICAL PUBLICATION:

1.3.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches T.O. index to determine correct T.O. required to perform service or repair, obtains correct T.O. from file, and receipts for publication by annotating appropriate sign out record.

1.3.3.2. IDENTIFIES TOOL, EQUIPMENT, OR MATERIAL. Identifies, by use of technical publication, all tools, equipment, or material/parts required to accomplish repair.

1.3.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.3.4.1. OBTAINS TOOL. Obtains tools required to accomplish repair from tool crib, CTK, or shadow board.

1.3.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.3.4.3. OBTAINS MATERIAL:

1.3.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material/part, and returns to work area.

1.3.4.3.2. OBTAINS MATERIAL FROM BPA. Hand-carries work order to Materiel Control, requests and picks up material/part, and returns to work area.

1.3.5. PERFORMS REPAIR:

1.3.5.1. PERFORMS MINOR MAINTENANCE/ADJUSTMENT. Performs minor maintenance/adjustment requiring two or less direct labor hours and/or parts costing sixty dollars or less.

1.3.5.2. PERFORMS MAJOR MAINTENANCE. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system/subsystem.

1.3.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.3.5.2.2. REPAIRS IGNITION SYSTEM.

1.3.5.2.3. REPAIRS EMISSION SYSTEM.

1.3.5.2.4. REPAIRS COOLANT SYSTEM.

1.3.5.2.5. REPAIRS FUEL SYSTEM.

- 1.3.5.2.6. REPAIRS CHARGING SYSTEM.**
- 1.3.5.2.7. REPAIRS EXHAUST SYSTEM.**
- 1.3.5.2.8. REPAIRS ELECTRICAL SYSTEM.**
- 1.3.5.2.9. REPAIRS LIGHTING SYSTEM.**
- 1.3.5.2.10. REPAIRS STARTING SYSTEM.**
- 1.3.5.2.11. REPAIRS CLUTCH SYSTEM.**
- 1.3.5.2.12. REPAIRS TRANSMISSION SYSTEM.**
- 1.3.5.2.13. REPAIRS TRANSFER CASE SYSTEM.**
- 1.3.5.2.14. REPAIRS POWER TAKE-OFF SYSTEM.**
- 1.3.5.2.15. REPAIRS DRIVE LINE.**
- 1.3.5.2.16. REPAIRS DIFFERENTIAL AXLE.**
- 1.3.5.2.17. REPAIRS SUSPENSION SYSTEM.**
- 1.3.5.2.18. REPAIRS WHEEL/TRACK/TIRE ASSEMBLY.**
- 1.3.5.2.19. REPAIRS STEERING SYSTEM.**
- 1.3.5.2.20. REPAIRS BRAKE SYSTEM.**
- 1.3.5.2.21. REPAIRS WARNING DEVICE SYSTEM.**
- 1.3.5.2.22. REPAIRS AIR SYSTEM.**
- 1.3.5.2.23. REPAIRS HYDRAULIC SYSTEM.**
- 1.3.5.2.24. REPAIRS AIR CONDITIONING SYSTEM.**
- 1.3.5.2.25. REPAIRS HEATER/DEFROSTER SYSTEM.**
- 1.3.5.2.26. REPAIRS WIPER/WASHER.**
- 1.3.5.2.27. REPAIRS METER SYSTEM.**
- 1.3.5.2.28. REPAIRS CHASSIS.**
- 1.3.5.2.29. REPAIRS BODY.**
- 1.3.5.2.30. REPAIRS WINCH.**
- 1.3.5.2.31. REPAIRS TOWING DEVICE.**
- 1.3.5.2.32. REPAIRS OUTRIGGER SYSTEM.**
- 1.3.5.2.33. PERFORMS TUNE-UP.**
- 1.3.5.2.34. REPAIRS FUEL SERVICING SYSTEM.**
- 1.3.5.2.35. REPAIRS DISTRIBUTING SYSTEM.**
- 1.3.5.2.36. REPAIRS SWEEPER.**
- 1.3.5.2.37. REPAIRS BOOM DEVICE.**

1.3.5.2.38. PERFORMS OTHER MAINTENANCE.

1.3.6. PERFORMS INSPECTION. Performs inspection IAW appropriate regulations and technical order.

1.3.6.1. PERFORMS SAFETY OR SCHEDULED INSPECTION/LOF CHANGE.**1.3.6.2. PERFORMS SPECIAL INSPECTION.**

1.3.7. PERFORMS QA INSPECTION. Performs QA inspection on vehicle maintenance output, documents deficiency noted during inspection, and forwards report to maintenance control technician. Coordinates with maintenance control technician, if applicable, to reschedule vehicle/equipment that does not pass QA inspection.

1.3.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.3.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs/replaces minor parts in disabled vehicle, provides wrecker service, and performs travel to and from disabled vehicle.

1.3.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.3.11. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL/PART:

1.3.11.1. RETURNS TOOL. Cleans and returns tool to tool crib, CTK, or shadow board.

1.3.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.3.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.3.12. DOCUMENTS COMPLETED WORK. Documents vehicle or equipment work order to reflect all maintenance accomplished.

1.3.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on minor maintenance work order.

1.3.14. PICKS UP AND DELIVERS VEHICLE/EQUIPMENT. Picks up and delivers vehicle/equipment to and from appropriate holding area, depending on maintenance requirement.

1.3.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount until 55 gallon capacity is reached.

1.4. PERFORMS REFUELING VEHICLE/EQUIPMENT MAINTENANCE AND REPAIR:**1.4.1. RECEIVES AND INSPECTS VEHICLE/EQUIPMENT:**

1.4.1.1. REVIEWS VEHICLE OR EQUIPMENT WORK ORDER. Obtains vehicle or equipment work order from maintenance control technician and reviews to determine what service and/or repair work is required.

1.4.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle/equipment, confirms discrepancy on vehicle or equipment work order, and enters additional maintenance requirement found on work order.

1.4.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.4.3. RESEARCHES TECHNICAL PUBLICATION:

1.4.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches index to determine correct T.O. required to perform service or repair, obtains correct T.O. from file, and receipts for publication by annotating appropriate sign out record.

1.4.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication; tool, equipment or material/part required to accomplish repair.

1.4.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.4.4.1. OBTAINS TOOL. Obtains tool required to accomplish repair from tool crib, CTK, or shadow board.

1.4.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.4.4.3. OBTAINS MATERIAL:

1.4.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material/part, and returns to work area.

1.4.4.3.2. OBTAINS MATERIAL FROM BPA. Hand-carries work order to BPA, requests and picks up material/part, and returns to work area.

1.4.5. PERFORMS REPAIR:

1.4.5.1. PERFORMS MINOR MAINTENANCE REPAIR/ADJUSTMENT. Performs minor maintenance/adjustment requiring two or less direct labor hours and/or parts costing sixty dollars or less.

1.4.5.2. PERFORMS MAJOR MAINTENANCE REPAIR. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system/subsystem.

1.4.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.4.5.2.2. REPAIRS IGNITION SYSTEM.

1.4.5.2.3. REPAIRS EMISSION SYSTEM.

1.4.5.2.4. REPAIRS COOLANT SYSTEM.

1.4.5.2.5. REPAIRS FUEL SYSTEM.

1.4.5.2.6. REPAIRS CHARGING SYSTEM.

1.4.5.2.7. REPAIRS EXHAUST SYSTEM.

1.4.5.2.8. REPAIRS ELECTRICAL SYSTEM.

1.4.5.2.9. REPAIRS LIGHTING SYSTEM.

1.4.5.2.10. REPAIRS STARTING SYSTEM.

1.4.5.2.11. REPAIRS CLUTCH SYSTEM.

1.4.5.2.12. REPAIRS TRANSMISSION SYSTEM.

1.4.5.2.13. REPAIRS TRANSFER CASE SYSTEM.

1.4.5.2.14. REPAIRS POWER TAKE-OFF SYSTEM.

1.4.5.2.15. REPAIRS DRIVE LINE.

1.4.5.2.16. REPAIRS DIFFERENTIAL AXLE.

1.4.5.2.17. REPAIRS SUSPENSION SYSTEM.

1.4.5.2.18. REPAIRS WHEEL/TRACK/TIRE ASSEMBLY.

1.4.5.2.19. REPAIRS STEERING SYSTEM.

1.4.5.2.20. REPAIRS BRAKE SYSTEM.

1.4.5.2.21. REPAIRS WARNING DEVICE SYSTEM.

1.4.5.2.22. REPAIRS AIR SYSTEM.

1.4.5.2.23. REPAIRS HYDRAULIC SYSTEM.

1.4.5.2.24. REPAIRS AIR CONDITIONING SYSTEM.

1.4.5.2.25. REPAIRS HEATER/DEFROSTER SYSTEM.

1.4.5.2.26. REPAIRS WIPER/WASHER.

1.4.5.2.27. REPAIRS METER SYSTEM.

1.4.5.2.28. REPAIRS CHASSIS.

1.4.5.2.29. REPAIRS BODY.

1.4.5.2.30. REPAIRS WINCH.

1.4.5.2.31. REPAIRS TOWING DEVICE.

1.4.5.2.32. REPAIRS OUTRIGGER SYSTEM.

1.4.5.2.33. PERFORMS TUNE-UP.

1.4.5.2.34. REPAIRS FUEL SERVICING SYSTEM.

1.4.5.2.35. REPAIRS DISTRIBUTING SYSTEM.

1.4.5.2.36. PERFORMS OTHER MAINTENANCE.

1.4.6. PERFORMS INSPECTION. Performs inspection IAW appropriate regulations and technical order.

1.4.6.1. PERFORMS SAFETY OR SCHEDULED INSPECTION/LOF CHANGE.

1.4.6.2. PERFORMS SPECIAL INSPECTION.

1.4.7. PERFORMS QA INSPECTION. Performs QA inspection on vehicle maintenance output, documents deficiency noted during inspection, and forwards report to maintenance control technician. Coordinates with maintenance control technician, if applicable, to reschedule vehicle/equipment that does not pass QA inspection.

1.4.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.4.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repair/replaces minor part in disabled vehicle, provides wrecker service, and performs travel to and from disabled vehicle.

1.4.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.4.11. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL/PART:

1.4.11.1. RETURNS TOOL. Cleans and returns tool to tool crib, CTK, or shadow board.

1.4.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.4.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.4.12. DOCUMENTS COMPLETED WORK. Documents vehicle or equipment work order to reflect all maintenance accomplished.

1.4.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on minor maintenance work order.

1.4.14. PICKS UP AND DELIVERS VEHICLE/EQUIPMENT. Picks up and delivers vehicle/equipment to and from appropriate holding area, depending on maintenance requirement.

1.4.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount until 55 gallon capacity is reached.

1.5. PERFORMS FIRE DEPARTMENT VEHICLE/EQUIPMENT MAINTENANCE AND REPAIR:

1.5.1. RECEIVES AND INSPECTS VEHICLE/EQUIPMENT:

1.5.1.1. REVIEWS VEHICLE OR EQUIPMENT WORK ORDER. Obtains vehicle or equipment work order from maintenance control technician and reviews to determine what service and/or repair work is required.

1.5.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle/equipment, confirms discrepancy on vehicle and equipment work order, and enters additional maintenance requirement found on work order.

1.5.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.5.3. RESEARCHES TECHNICAL PUBLICATION:

1.5.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches index to determine correct T.O. required to perform service or repair, obtains correct T.O. from file, and receipts for publication by annotating appropriate sign-out record.

1.5.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, tool, equipment, or material/part required to accomplish repair.

1.5.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.5.4.1. OBTAINS TOOL. Obtains tool required to accomplish repair from tool crib, CTK, or shadow board.

1.5.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.5.4.3. OBTAINS MATERIAL:

1.5.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material/part, and returns to work area.

1.5.4.3.2. OBTAINS MATERIAL FROM BPA. Hand-carries work order to BPA, requests and picks up material/part, and returns to work area.

1.5.5. PERFORMS REPAIR:

1.5.5.1. PERFORMS MINOR MAINTENANCE REPAIR/ADJUSTMENT. Performs minor maintenance/adjustment requiring two or less direct labor hours and/or parts costing sixty dollars or less.

1.5.5.2. PERFORMS MAJOR MAINTENANCE REPAIR. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system/subsystem.

1.5.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.5.5.2.2. REPAIRS IGNITION SYSTEM.

1.5.5.2.3. REPAIRS EMISSION SYSTEM.

1.5.5.2.4. REPAIRS COOLANT SYSTEM.

- 1.5.5.2.5. REPAIRS FUEL SYSTEM.**
- 1.5.5.2.6. REPAIRS CHARGING SYSTEM.**
- 1.5.5.2.7. REPAIRS EXHAUST SYSTEM.**
- 1.5.5.2.8. REPAIRS ELECTRICAL SYSTEM.**
- 1.5.5.2.9. REPAIRS LIGHTING SYSTEM.**
- 1.5.5.2.10. REPAIRS STARTING SYSTEM.**
- 1.5.5.2.11. REPAIRS CLUTCH SYSTEM.**
- 1.5.5.2.12. REPAIRS TRANSMISSION SYSTEM.**
- 1.5.5.2.13. REPAIRS TRANSFER CASE SYSTEM.**
- 1.5.5.2.14. REPAIRS POWER TAKE-OFF SYSTEM.**
- 1.5.5.2.15. REPAIRS DRIVE LINE.**
- 1.5.5.2.16. REPAIRS DIFFERENTIAL AXLE.**
- 1.5.5.2.17. REPAIRS SUSPENSION SYSTEM.**
- 1.5.5.2.18. REPAIRS WHEEL/TRACK/TIRE ASSEMBLY.**
- 1.5.5.2.19. REPAIRS STEERING SYSTEM.**
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- 1.5.5.2.30. REPAIRS WINCH.**
- 1.5.5.2.31. REPAIRS TOWING DEVICE.**
- 1.5.5.2.32. REPAIRS OUTRIGGER SYSTEM.**
- 1.5.5.2.33. PERFORMS TUNE-UP.**
- 1.5.5.2.34. REPAIRS FUEL SERVICING SYSTEM.**
- 1.5.5.2.35. REPAIRS FIRE FIGHTING DEVICE.**
- 1.5.5.2.36. REPAIRS DISTRIBUTING SYSTEM.**

1.5.5.2.37. REPAIRS BOOM DEVICE.**1.5.5.2.38. PERFORMS OTHER MAINTENANCE.**

1.5.6. PERFORMS INSPECTION. Performs inspection IAW appropriate regulations and technical order.

1.5.6.1. PERFORMS SAFETY OR SCHEDULED INSPECTION/LOF CHANGE.**1.5.6.2. PERFORMS SPECIAL INSPECTION.**

1.5.7. PERFORMS QA INSPECTION. Performs QA inspection on vehicle maintenance output, documents deficiency noted during inspection and forwards report to maintenance control technician. Coordinates with maintenance control technician, if applicable, to reschedule vehicle/equipment that does not pass QA inspection.

1.5.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.5.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repair/replaces minor part in disabled vehicle, provides wrecker service, and performs travel to and from disabled vehicle.

1.5.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.5.11. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL/PART:

1.5.11.1. RETURNS TOOL. Cleans and returns tool to tool crib, CTK, or shadow board.

1.5.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.5.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.5.12. DOCUMENTS COMPLETED WORK. Documents vehicle or equipment work order to reflect all maintenance accomplished.

1.5.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on minor work order.

1.5.14. PICKS UP AND DELIVERS VEHICLE/EQUIPMENT. Picks up and delivers vehicle/equipment to and from appropriate holding area, depending on maintenance requirement.

1.5.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount until 55 gallon capacity is reached.

2. VEHICLE OPERATION:**2.1. PERFORMS VEHICLE OPERATION:**

2.1.1. MAINTAINS VEHICLE ACCOUNT. Maintains current record on all command-owned base registered vehicles. Updates and compares CA/CRL when vehicle is received, vehicle is turned in, National Stock Number (NSN) changes, or Table of Allowances change.

2.1.2. MANAGES DISPATCH:

2.1.2.1. REVIEWS AND RECORDS REQUEST FOR TRANSPORTATION. Reviews and records request for transportation on appropriate form, coordinates transportation request to avoid duplication, notifies vehicle operator of transportation requirement, and ensures driver is physically and mentally capable to operate vehicle.

2.1.2.2. SCHEDULES OPERATION. Schedules operation to ensure maximum use of U-Drive-It fleet.

2.1.2.3. MAINTAINS DISPATCH RECORD. Completes and maintains record of class C vehicle dispatch.

2.1.2.4. ISSUES TRIP PACKET. Issues jack, spare tire, emergency supplies, and road map in trip packet when vehicle is dispatched off base.

2.1.2.5. CHECKS INSPECTION GUIDE. Checks operator inspection guide and trouble report.

2.1.2.6. REPLACES OPERATOR'S INSPECTION GUIDE CARD. Prepares operator's inspection guide card for first of month change in U-Drive-It fleet, transcribes deferred discrepancies from previous month inspection guide card to new card, and reports maintenance to MC&A technician.

2.1.2.7. INVESTIGATES VEHICLE ABUSE/MISUSE. Prepares vehicle abuse/misuse report, prepares draft letter of vehicle abuse/misuse, forwards to unit Vehicle Control Officer (VCO), reviews VCO reply, and takes appropriate action.

2.1.2.8. COORDINATES EMERGENCY SERVICE. Coordinates emergency road service and ensures service is provided.

2.1.2.9. MAINTAINS U-DRIVE-IT FLEET. Ensures dispatch vehicles are serviceable, cleaned, and inspected before issuance; and ensures operator maintenance is properly performed.

2.1.2.10. VALIDATES COMPLETED AF FORM 15, UNITED STATES AIR FORCE INVOICE.

2.2. PERFORMS FLEET MANAGEMENT:

2.2.1. MANAGES VEHICLE CONTROL FUNCTION:

2.2.1.1. MAINTAINS VCO LIST. Maintains current list of unit VCOs.

2.2.1.2. MAINTAINS VEHICLE LIST. Maintains current list of vehicles assigned to each unit VCO.

2.2.1.3. PROVIDES UNIT ASSISTANCE. Provides assistance to unit VCO as required via telephone or written correspondence.

2.2.1.4. CONDUCTS UNIT ASSISTANCE VISIT:

2.2.1.4.1. PREPARES FOR VISIT. Prepares for visit by analyzing operation and maintenance cost per mile, fuel and oil consumption, vehicle rotation plan, trend data on accident, abuse/misuse cases, and analyzes vehicle inspection result.

2.2.1.4.2. CONDUCTS VISIT.

2.2.1.4.3. DOCUMENTS VISIT. Documents visit, to include topics discussed and name of organizational participant, and forwards copy to Unit Commander.

2.2.1.4.4. CONDUCTS FOLLOW-UP VISIT.

2.2.1.4.5. DOCUMENTS FOLLOW-UP VISIT. Documents follow-up visit, to include topics discussed and name of organizational participant, and forwards copy to Unit Commander.

2.2.1.5. CONDUCTS TECHNICAL INSPECTION:

2.2.1.5.1. PREPARES FOR INSPECTION. Prepares for inspection by obtaining required vehicle list.

2.2.1.5.2. CONDUCTS INSPECTION. Inspects registered vehicles assigned to unit.

2.2.1.5.3. DOCUMENTS INSPECTION. Documents inspection visit to each organization and forwards copy to Unit Commander.

2.2.1.5.4. CONDUCTS FOLLOW-UP INSPECTION.

2.2.1.5.5. DOCUMENTS FOLLOW-UP INSPECTION. Documents follow-up inspection visit and forwards copy to Unit Commander.

2.2.1.6. REVIEWS AUXILIARY PARKING REQUEST. Reviews request for auxiliary parking for vehicle assigned to unit and makes recommendation.

2.2.1.7. CONDUCTS VCO TRAINING. Conducts training for individual appointed as VCO by unit.

2.2.1.8. MAINTAINS VCO GUIDE. Maintains Master Vehicle Control Guide.

2.2.1.9. PREPARES FOR VCO MEETING:

2.2.1.9.1. PLANS FOR MEETING. Collects information for meeting as prescribed by directive.

2.2.1.9.2. CONDUCTS MEETING. Conducts, prepares, and distributes minutes of meeting.

2.2.2. PERFORMS FLEET ANALYSIS:

2.2.2.1. PERFORMS GENERAL FLEET ANALYSIS. Analyzes, by vehicle type, trend data in vehicle utilization, operations and maintenance costs, fuel use, and Vehicle Out of Commission (VOC) rate.

2.2.2.2. PERFORMS AUTHORIZATION ANALYSIS. Analyzes vehicle authorization request for permanent class B and C vehicle.

2.2.2.3. PERFORMS VEHICLE SIZING ANALYSIS. Performs semiannual evaluation of vehicle sizing alternatives using Vehicle Integrated Management System (VIMS) to provide fleet management advantages and rotates vehicle as required.

2.2.2.4. PERFORMS PRIORITY-BUY ANALYSIS. Analyzes priority-buy alternatives, develops package for Vehicle Authorization Utilization Board (VAUB), and submits package as approved by VAUB.

2.2.2.5. CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles, and reviews vehicle operations and maintenance data for comparative study, report, or summary.

2.2.3. PERFORMS QUALITY ASSURANCE EVALUATION (QAE):

2.2.3.1. PERFORMS QAE. Performs QAE for vehicle operations contract service and monitors contractor performance.

2.2.3.2. PERFORMS ECONOMIC ANALYSIS. Performs economic analysis of contract versus in-house service required.

2.2.4. DEVELOPS RESOURCE REQUIREMENT AND JUSTIFICATION:

2.2.4.1. DETERMINES WORKDAY REQUIREMENT. Determines special training, proficiency training, and annual training workday required to support training plan.

2.2.4.2. DETERMINES FUEL BUDGET REQUIREMENT. Determines current fuel budget by projection using previous year usage and additional requirements forecast.

2.2.4.3. PREPARES UNFUNDED REQUIREMENT. Identifies and prepares unfunded requirement for input into RCS: ANG-LGS 7402, Supplies and Equipment Edit report.

2.2.4.4. ESTIMATES VEHICLE RENTAL. Estimates and submits budget for vehicle rental requirement.

2.2.4.5. PREPARES SPECIAL OPERATING EQUIPMENT BUDGET.

2.2.5. INITIATES VEHICLE RENTAL REQUEST:

2.2.5.1. PREPARES AF FORM 9, REQUEST FOR PURCHASE. Prepares AF Form 9 for short/long term rental of vehicle.

2.2.5.2. MAINTAINS REQUEST FOR PURCHASE LOG. Maintains request for purchase log in numerical sequence and reason for initiation.

2.2.5.3. OBTAINS APPROVAL. Obtains approval from resource manager and Accounting and Finance Office (AFO), submits request for additional funds if necessary, and ensures AFO loads additional funds into Project Funds Management Record (PFMR).

2.2.5.4. FOLLOWS-UP ON VEHICLE RENTAL REQUEST. Follows-up with Contracting to ensure procurement of long/short term rental vehicle.

2.2.6. COLLECTS OFF-BASE MILEAGE. Collects off-base mileage on AF Form 1380, Record of Off-Base Mileage, for verification of state road tax.

2.2.7. CONTROLS SF 149, U.S. GOVERNMENT NATIONAL CREDIT CARD:

2.2.7.1. ACQUIRES FORM. Acquires SF 149 for installation requirement.

2.2.7.2. MAINTAINS REGISTER. Maintains credit card register on issuance of SF 149.

2.2.7.3. CONDUCTS REVIEW. Conducts review of control document and credit card register semiannually and conducts physical inventory of SF 149.

2.2.7.4. PROVIDES GUIDANCE. Prepares and provides guidance to user of SF 149.

2.2.7.5. PREPARES AND SUBMITS PURCHASE ESTIMATE. Prepares and submits quarterly estimate of credit card purchases to host AFO.

2.2.8. PROCESSES DELIVERY TICKET:

2.2.8.1. REVIEWS ONIONSKIN COPY. Reviews onionskin copy of charge slip for accuracy and correctness.

2.2.8.2. INVESTIGATES PURCHASE. Takes necessary action to investigate questionable purchase.

2.2.8.3. POSTS DELIVERY TICKET DAILY. Posts delivery ticket on AF Form 616, Request and Authority to Cite Funds.

2.2.8.4. PREPARES AF FORM 1994, FUELS ISSUE/DEFUEL DOCUMENT. Prepares AF Form 1994 by transcribing vendor invoice number, quantity, fuel type, price, date, Department of Defense Activity Account Code (DODAAC), unit code, vehicle registration number, and signs.

2.2.8.5. PREPARES COMPUTER INPUT. Prepares computer input by transcribing information from AF Form 1994 "1GC" transaction to computer input card.

2.2.8.6. FORWARDS COMMERCIAL FUELS PURCHASE "1GC" DISK TO AFO. Forwards "1GC" computer disk, with copy of AF Form 1994, attached to AFO.

2.2.8.7. VERIFIES VENDOR STATEMENT. Reviews and matches vendor onionskin copy to vendor statement for accuracy, computes tax and subtracts from total, stamps vendor statement with certification of receipt, and forwards vendor statement to AFO.

2.2.8.8. MAINTAINS FILE. Maintains AF Form 1994 and vendor onionskin in suspense file.

2.2.8.9. ISSUES SF 1094, U.S. TAX EXEMPTION CERTIFICATE. Issues SF 1094 when tax exceeds ten dollars and certifies tax exemption to vendor.

2.2.8.10. NOTIFIES CONTRACTOR. Notifies contractor in writing when invoice is not received within 90 days of delivery ticket date.

2.2.8.11. NOTIFIES AFO. Notifies AFO in writing when invoice is not received from contractor 120 days after delivery ticket date.

2.2.8.12. RESOLVES DISCREPANCY. Resolves contractor invoice discrepancy in writing.

2.2.9. MANAGES TOLL TICKET:

2.2.9.1. ACQUIRES TOLL TICKET. Prepares AF Form 9 to purchase toll ticket.

2.2.9.2. ISSUES TOLL TICKET. Safeguards and issues toll ticket to authorized individual, records in control log, communicates with toll authority, inventories unused toll ticket, and receipts used toll tickets upon return.

2.2.9.3. INVESTIGATES UNAUTHORIZED USE OF TOLL TICKET. Investigates incident of suspected unauthorized use of toll ticket and takes necessary action to resolve problem.

2.2.9.4. PROVIDES OPERATOR WITH INSTRUCTION. Provides operator with written instructions on security and use of toll ticket.

2.2.9.5. CONDUCTS INVENTORY. Conducts physical inventory of toll tickets.

2.3. PREPARES FOR VAUB MEETING:

2.3.1. PREPARES FOR MEETING. Schedules meeting. Prepares and maintains priority vehicle recall list and priority maintenance list.

2.3.2. ATTENDS MEETING. Provides technical advice at VAUB meeting.

2.3.3. DOCUMENTS MEETING. Documents, prepares, and distributes minutes. Follows-up on results of meeting.

2.4. MANAGES DRIVER EVALUATION PROGRAM:

2.4.1. SCHEDULES ORIENTATION TRAINING:

2.4.1.1. SCHEDULES ORIENTATION CLASS. Coordinates with Training office for classroom. Coordinates with organization by phone, in person, or by processing AF Form 171, Request for Driver's Training and Addition to US Government Driver's License. Prepares input for squadron information bulletin, schedules date and time for training, and sets up video training equipment.

2.4.1.2. OBTAINS PERSONNEL INFORMATION. Obtains personnel data using AF Form 171, Request for Driver's Training and Addition to US Government Driver's License, or locally developed form for input into Automated License Program.

2.4.2. PREPARES INITIAL LICENSE FORM. Prepares initial license form and prints license.

2.4.3. PREPARES REPLACEMENT LICENSE FORM. Prepares replacement license form for lost or stolen card.

2.4.4. UPDATES DRIVER'S RECORD:

2.4.4.1. INPUTS CHANGE. Inputs change of rank, organization, or new qualification in driver record on Automated License Program.

2.4.4.2. PREPARES NEW LICENSE FORM. Prepares new license form and prints license.

2.4.5. PROCESSES INDIVIDUAL PERMANENT CHANGE OF STATION (PCS) FILE. Processes file for individual going PCS. Prints document and listing for individual PCS package.

2.4.6. PREPARES LISTING. Prepares listing of organizational qualifications and drivers qualified to operate a specific vehicle.

2.4.7. MAINTAINS COMPUTER PROGRAM. Maintains driver evaluation computer program by adding or deleting management codes and sorting data file.

2.4.7.1. INPUTS PROGRAM CHANGE.

2.4.7.2. DEBUGS PROGRAM.

2.4.7.3. PREPARES BACKUP DISK.

2.5. PERFORMS VEHICLE ACCIDENT INVESTIGATION:

2.5.1. ASSISTS IN COMPLETION OF REQUIRED ACCIDENT FORM:

2.5.1.1. ASSISTS OPERATOR. Assists vehicle operator in completion of SF 91, Operator's Report of Motor Vehicle Accident, and DD Form 518, Accident-Identification Card.

2.5.1.2. ASSISTS LOCAL AUTHORITY. Assists Security Police, Ground Safety, and/or local authority in on-scene accident investigation.

2.5.2. REVIEWS ACCIDENT REPORT:

2.5.2.1. REVIEWS VEHICLE AND EQUIPMENT ACCIDENT WORK ORDER. Reviews AF Form 1823, Vehicle and Equipment Work Order, to ensure identification of accident repair cost.

2.5.2.2. REVIEWS UNIFORM POLICE TRAFFIC COLLISION REPORT. Reviews uniform police traffic collision report for information and accuracy.

2.5.2.3. NOTIFIES ORGANIZATION COMMANDER. Notifies using organization commander to investigate accident to determine cause and possible prevention.

2.5.2.4. REVIEWS ACCIDENT OR COMPLAINT REPORT. Reviews accident or complaint report to determine if there is vehicle abuse/misuse involved and takes proper follow-up action.

2.5.3. PREPARES AF FORM 20, REPAIR COST AND REPARABLE VALUE STATEMENT. Contacts base photographer to photograph damage, contacts Staff Judge Advocate to ensure legal sufficiency, prepares AF Form 20, and releases vehicle for repair to MC&A.

2.5.4. SUBMITS REPORT. Submits accident report to commander for determination of cause and placement of liability.

2.5.5. MAINTAINS FILE:

2.5.5.1. FILES ACCIDENT REPORT. Reviews and files completed accident or abuse/misuse report. Forwards file to Deputy Commander for Resources (DCR), as required, for further action.

2.5.5.2. MAINTAINS SUSPENSE FILE. Maintains suspense file on accident investigation in progress.

2.6. PERFORMS PASSENGER/CARGO SERVICE:

2.6.1. PERFORMS TRANSPORTATION SERVICE. Reviews and records request for transportation; ensures request is recorded on dispatch log, plans trip route and fuel stops, coordinates enroute maintenance assistance, and operates passenger/cargo-carrying vehicle. Returns vehicle to parking area, ensures vehicle is cleaned and refueled after each use and ready for dispatch, and records trip.

2.6.2. ASSISTS LOADING/UNLOADING. Assists in the loading/unloading of cargo, checks weight distribution, and secures cargo.

2.7. PREPARES FOR TRAINING ASSEMBLY. Ensures training materials and facilities are available, reviews training records/related documents to determine training requirement, reviews scheduled/unscheduled maintenance requirement, and prepares input to monthly training schedule.

2.8. PREPARES FOR UNIT ACTIVATION. Prepares material/vehicles for deployment/exercise package, coordinates with commander and state authorities, prepares transportation briefing, conducts site survey, and recovers material/vehicles from deployment site.

3. MATERIEL CONTROL:**3.1. REQUISITIONS PART:**

3.1.1. RESEARCHES SOURCE OF SUPPLY INFORMATION. Researches source of supply information to determine National Stock Number (NSN)/part number, proper nomenclature, quantity required, T.O. figure and index, Urgency of Need Designator (UND), Force Activity Designator (FAD), management code, make and model of vehicle, and source code when available.

3.1.2. ORDERS PART:

3.1.2.1. ORDERS PART THROUGH BPA. Orders part through BPA for nonstocked or out-of-stock part when VDP time or work stoppage condition would occur and obtains approval from VMS.

3.1.2.2. ORDERS PART THROUGH BASE SUPPLY. Orders part through Base Supply if applicable and documents action via issue or turn-in request or supply control log.

3.1.2.3. RESOLVES SUPPLY DIFFICULTY. Provides follow-up assistance on supply difficulty action and coordinates action with Base Supply, AFLC, local vendor, and/or item manager.

3.1.2.4. PREPARES DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT. Issues and processes non-NSN requisition form for local purchase and forwards form to procurement.

3.1.2.5. PROCESSES LOCAL MANUFACTURE REQUEST. Processes local manufacture request, AF Form 9, if item is not stock listed and excessive VDP time would be required, and item is available through a commercial source.

3.1.3. RECEIVES PART FROM SUPPLY:

3.1.3.1. RECEIPTS FOR PART. Signs receipt for part, verifies part against suspense file to ensure correct part, annotates suspense control card, and stores part for deferred maintenance.

3.1.3.2. VERIFIES PART TRANSACTION. Checks daily document register (DO4) for issue transaction or part status; and verifies validity of work order number, accuracy of unit of issue, and cost.

3.1.4. ISSUES PART. Issues part for scheduled/unscheduled maintenance.

3.2. PROCESSES TURN-IN. Processes accountable item turn-in of maintenance excess, serviceable, repairable, or condemned item.

3.3. MAINTAINS STOCK LISTING:

3.3.1. MAINTAINS PARTS STOCK LISTING. Maintains stock list by ensuring all required microfiche cards are on file.

3.3.2. MAINTAINS DUE-IN-FROM-MAINTENANCE LISTING (DIFM) (R26). Reviews DIFM listing (R26), coordinates with supply DIFM monitor on status, and prepares items for turn-in.

3.4. REVIEWS MISSION CAPABILITY (MICAP) AND VEHICLE DEADLINED FOR PARTS (VDP) SUPPLY LISTING, PRIORITY MONITOR REPORT (D18):

3.4.1. REVIEWS D18. Reviews D18, notifies Base Supply if MICAP or VDP part does not appear on supply listing or does not have a due-in date one day after need has been levied, and determines cause and corrects it.

3.4.2. POSTS PART STATUS. Posts part status to status board and updates status as changes occur.

3.4.3. COORDINATES WITH VEHICLE MAINTENANCE SUPERINTENDENT. Coordinates with superintendent on MICAP and VDP condition.

3.4.4. PROVIDES FOLLOW-UP ACTION. Provides follow-up action on supply difficulty action and coordinates action with Base Supply.

3.5. PROCESSES REPAIR CYCLE ASSET. Prepares AF Form 9 as required to repair part prior to turn-in and processes repair cycle asset (DIFM item) IAW applicable directive.

3.6. MONITORS PART. Checks for part on hand or on order against vehicle to be redistributed or transferred, cancels due-out, and turns in part on hand (if credit is given) or moves to work order residue.

3.7. PERFORMS BPA ACTION:

3.7.1. INITIATES REQUEST FOR BPA. Initiates request for purchase, AF Form 9, for VMS to sign specifying fund requirement and forwards it through channels to the Contracting office.

3.7.2. MONITORS BPA ACTION:

3.7.2.1. REVIEWS BPA CONTRACT. Reviews BPA contract to become familiar with obligation of both the government and contractor.

3.7.2.2. MONITORS BPA OPERATION. Monitors BPA operation for compliance with provisions of contract to ensure satisfactory performance of contractor.

3.7.3. NOTIFIES VMS. Notifies VMS of BPA related problems as they develop.

3.7.4. MAINTAINS PERSONNEL LIST. Maintains a list of personnel authorized to request or sign for item from BPA.

3.7.5. MAINTAINS BPA FUND STATUS:

3.7.5.1. MAINTAINS BPA PURCHASE LOG. Maintains AF Form 616 of BPA fund expenditures and notifies VMS when 85 percent of monthly BPA funds have been obligated.

3.7.5.2. RECONCILES BPA ACCOUNT. Reconciles BPA account with AFO each month.

3.7.5.3. REVIEWS BPA PURCHASE. Reviews BPA purchase with Base Supply for possible supply stockage.

3.7.5.4. MONITORS BPA CALL. Monitors BPA call and provides contracting office with total dollar amount and total number of BPA calls made each month.

3.7.6. OBTAINS PART FROM BPA SOURCE. Obtains part from BPA source, verifies part is correct, and signs sales slip.

3.7.7. PROCESSES SALES SLIP. Screens copy 2 of sales slip to ensure applicable items have been entered, verifies discounts have been figured accurately, ensures sales slip is numbered consecutively by call number (including copies of voided slips), and distributes copy.

3.8. MAINTAINS BENCH STOCK:

3.8.1. PERFORMS BENCH STOCK REVIEW. Requests adding, changing, or deleting items on master list of authorized bench stock and coordinates with superintendent and Supply Bench Stock Support Unit.

3.8.2. MONITORS SPECIAL LEVEL REQUEST. Initiates documentation requesting special level, maintains suspense file and initiates follow-up action when required, maintains file copy of approved request, and reevaluates rejected request.

3.8.3. CONDUCTS BENCH STOCK INVENTORY. Conducts bench stock inventory, initiates inventory follow-up action, and orders and stocks part.

3.9. MONITORS WORK ORDER RESIDUE. Prepares bin label and sends to Defense Reutilization and Marketing Office (DRMO) or Base Supply if not used in twelve month period.

3.10. COMPLIES WITH TIME COMPLIANCE TECHNICAL ORDER (TCTO) REQUIREMENT:

3.10.1. PROCESSES TCTO KIT REQUISITION. Processes TCTO kit requisition and furnishes maintenance control technician with copy of TCTO request when kit is ordered.

3.10.2. COORDINATES WITH BASE SUPPLY. Coordinates TCTO kit availability and disposition with Base Supply.

3.10.3. RECEIPTS FOR TCTO KIT. Receipts for TCTO kit from Base Supply and issues to vehicle maintenance.

3.10.4. MAINTAINS STATUS BOARD. Maintains status board of outstanding TCTO.

3.11. MONITORS TOOL ISSUE:

3.11.1. ORDERS TOOL. Orders tool through Base Supply, monitors back ordered tool, issues tool, and obtains receipt for tool.

3.11.2. MAINTAINS TOOL KIT. Maintains accountability by obtaining current tool kit custody receipt listing (R09) and custody receipt folder from Tool Issue Center for all personnel assigned. Receipts individual tool kit to technician and CTK to shop supervisor; monitors changes and updates tool kit, performs semiannual inventory of tool kit, performs inventory when personnel are transferred or when tool kit is no longer required. Accounts for shortages, assigns tool kit control number, maintains manual list of individual and CTK control numbers,

maintains custody receipt in serial number sequence for each tool kit and CTK, and transfers expendable (condemned) hand tool to DRMO as scrap by completing issue or turn-in request.

3.12. MAINTAINS TOOL CRIB:

3.12.1. PERFORMS DAILY INVENTORY. Performs daily tool check to ensure proper accountability.

3.12.2. PERFORMS SEMIANNUAL INVENTORY. Performs complete inventory twice a year, or whenever change in tool room custodian/occurs.

3.12.3. ISSUES TOOL. Issues tool on temporary issue receipt or by chit, creates temporary issue suspense, receives tool and inspects for serviceable condition, and removes temporary issue receipt from suspense file or chit from rack and returns to individual. Returns tool to assigned location in tool crib and maintains temporary issue suspense file to ensure tool is returned.

3.12.4. MAINTAINS PRECISION MEASUREMENT EQUIPMENT (PME). Monitors schedule for PME calibration and certification and maintains PME status board for equipment requiring calibration or certification.

3.12.5. REVIEWS TABLE OF ALLOWANCE (TA). Performs annual review of TA for equipment authorization.

3.13. PERFORMS GROUND FUEL SUPPORT:

3.13.1. ORDERS FUEL. Prepares AF Form 1991, General Purpose Creation, by entering unit designator, amount of fuel ordered, document number, DODAC number, and delivery date requested. Sends AF Form 1991 to host base POL.

3.13.2. RECEIVES FUEL. Closes and blocks off station, verifies vendor bill against amount ordered, checks seal dump valve and manhole cover on truck, sticks tank, monitors off-loading of fuel, reads pump meter, signs vendor receipt, and resticks tank after fuel drop. Completes appropriate form and forwards to action office.

3.13.3. ISSUES PRODUCT. Monitors fuel and oil dispensing and secures station.

3.13.4. PERFORMS INVENTORY OF PRODUCT:

3.13.4.1. MEASURES PRODUCT. Measures content of ground fuel dispensing storage tank and reads pump meter each day station is open.

3.13.4.2. PROCESSES INVENTORY DOCUMENT. Computes daily issues and receipt, completes AF Form 500, Daily and Weekly Fuel Record, and submits paperwork to action office each day station is open.

3.13.4.3. VERIFIES TRANSACTION. Checks daily document register (DO4) to verify fuel issue transaction.

3.13.5. PERFORMS OPERATION INSPECTION AND PREVENTIVE MAINTENANCE. Ensures pumps are operable and calibrated once a year.

3.14. MONITORS STORAGE AND TEMPORARY DISPOSITION OF HAZARDOUS/RECOVERABLE WASTE:

3.14.1. COORDINATES WITH SUPERINTENDENT. Coordinates with superintendent on problems that arise with hazardous waste/recoverable material.

3.14.2. COMPLETES DOCUMENTATION. Completes necessary documentation for turn-in and accounting of hazardous waste.

3.14.3. DETERMINES PERCENTAGE OF CONTENTS. Determines percentage of contaminants within contents of hazardous waste.

3.14.4. CONDUCTS FOLLOW-UP ACTION. Conducts follow-up action if hazardous/recoverable waste has not been disposed of within 90 day period.

3.15. REQUESTS SUPPLIES FOR GENERAL FLEET. Requests and receipt of supplies for the general fleet.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

